



OPERATIONAL & FINANCIAL CORE REVIEW COMMITTEE TERMS OF REFERENCE

(Amended on December 19, 2018)

1. Committee Purpose

- 1.1 This Select Committee is to provide options to the Board with respect to the provision, alteration, or elimination of core operating systems including but not limited to the financial accounting systems, budgeting and reporting systems and any contracts that the Park has entered into with the expectation that realization of findings of this committee will recognize financial implications of such decisions for the 2020 budget and beyond.
- 1.2 Expenditure reduction and operational efficiency options will be the primary focus of this committee.
- 1.3 Revenue measures are a secondary consideration.

2 Duties

- 2.1 To provide options to the Board with respect to the provision, alteration, or elimination of core operating systems including but not limited to the financial accounting systems, budgeting and reporting systems and any contracts that the Park has entered into with the expectation that realization of findings of this committee will recognize financial implications of such decisions for the 2020 budget and beyond.
- 2.2 To liaise, whenever possible, with the Chief Administrative Officer to discuss and report financial and service implications of changes to core services.
- 2.3 To consider matters referred to it by the Park Board.

3 Membership & Term

- 3.1 The committee shall be appointed in accordance with the Committee System Policy.
- 3.2 The Committee will consist of the following members:
 - Chair – Commissioner Renwick
 - Vice Chair – Commissioner Smit
 - Two or more (up to eight) additional member(s) of the public, appointed by the Board.
- 3.3 The Board Chair is an ex-officio member of every Standing and Select Committee and as such as the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 3.4 If a member misses two consecutive meetings without an approved leave of absence by the Chair or Vice Chair, they cease to be a member.
- 3.5 The committee shall dissolve on January 31, 2020 or when the appointee's successors are appointed.

4 Operation of the Committee

Meeting Schedule

- 4.1 The committee should establish a meeting schedule and have it posted on the Cultus Lake Park website. The meeting will be held at a location determined by the Chair.

Minutes and Reporting

- 4.2 The Committee Chair shall provide an agenda to the Committee members and the Executive Assistant at least four (4) days prior to the meeting.
- 4.3 Meeting minutes will be taken by a Cultus Lake Park Staff. The Executive Assistant will format and place them on the next Board meeting agenda.
- 4.4 The committee will report recommendations to the Board on anything related to Section 2. The report will be in the standard report/recommendation format.
- 4.5 The Committee Chair, or designate, may appear as a delegation to provide a verbal report at the Cultus Lake Park Board Meeting when the Committee Meeting minutes are presented.

5 Procedure

- 5.1 The Committee rules of procedure will be those set out in the Board Procedure Bylaw and the Committee System Policy
- 5.2 Commissioners that are not members of the committee may enter into discussion as non-voting participants.
- 5.3 A member of a Committee will have one (1) vote only.

Meetings May be Closed to the Public

- 5.4 Committee meetings shall be closed to the public when they are concerned with matters that are consistent with Section 90 of the *Community Charter*.

6 Authority

- 6.1 The committee does not have the authority to financially encumber the Park Board in any way.
- 6.2 The committee does not have the authority to directly change bylaws or policies.
- 6.3 Members will not misrepresent themselves as having any authority beyond that delegated by the Board.
- 6.4 All recommendations must be referred to the Board for authority to act.